

Miss Prapaipon Konjunted

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Personal Information

Date of Birth: Dec. 29, 1983

Nationality: Thai

Education Background: Bachelor of Arts in Asian Studies
Faculty of Arts, Silpakorn University, Nakhon Pathom, Thailand

TOEIC: 625

Working Experience

Oct.2014 –Mar.2015 **Secretary**, Implus Company, Bangkok

Responsibilities:

- preparing weekly sales reports
- follow up campaigns performance and report to the manager
- internal and external organizations coordinating
- screening and checking documents before submitting for approval, preparing meeting room and travel arrangements
- supporting the manager director with requested tasks

Dec.2013 – Jul.2014 **Temporary Office Assistant**, Human Resources Unit,
Food and Agriculture Organization of the United Nations

Responsibilities:

- managing HR Process Document Management System
- e-filing system and documentation
- assisting in other tasks which assigned by the manager

Jul.2012 – Apr.2013 **Merchandiser**, Doi-Tung Royal Development Project Co-ordination Center,
Mae Fah Luang Foundation

Responsibilities:

- assisting senior merchandiser; preparing reports, memorandums, and presentations, take minutes on the meeting, following the production process, reporting delivery schedules, and other duties as she assigned
- searching for other material which need in the production process
- coordinating with others units staffs in order to support with customers requests; for example, the sample products

- preparing the product order and relate documents and then sending them to the factories
- supporting the sale staffs; for example, providing other information about the products

Mar.2012 – Jun. 2012 **Merchandiser** (Export), Champ Ace Company, Bangkok

Responsibilities:

- dealing with oversea customers
- coordinating with staffs at the sample room in order to making the sample products
- managing the production and delivery schedules
- preparing the product order document and following the production process

Aug.2009 – Apr.2012 **Manager**, Paiwan Ltd.,Part., Udonthani

Responsibilities:

- managing shop, staffs schedule, stock, and bookkeeping
- providing and presenting the product information to customers
- preparing sale report and other document which relate to the product order
- following production process and shipment

Apr.2 – Apr. 28, 2006 **Trainee**, IRPC Public Company Limited, Bangkok

Responsibilities:

- welcoming customers
- receiving and responding telephone message

Hobbies and Other Skills

Painting and Reading Thai textile books

Computer Skill in Microsoft Word, Excel, Outlook, Power Point, and Internet

References

MS. Sopit Khongkhakul, Assisting Designer at Doi-Tung Development Project Co-ordination Center.

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MS. Quandee Phonaros, Assisting Researcher at Doi-Tung Development Project Co-ordination Center.

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